



City of Loma Linda Official Report

Karen Gaio Hansberger, Mayor
Floyd Petersen, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: October 26, 2004

TO: City Council

VIA: Dennis R. Halloway, City Manager

SUBJECT: Chamber of Commerce Quarterly Report and request for
disbursement of funds pursuant to agreement with the City

RECOMMENDATION

It is recommended that the City Council receive the Quarterly Report for filing and authorize disbursement of funds.

**REQUEST FOR QUARTERLY FUNDING
WITH ATTENDING SUPPORT DOCUMENTS
TO
LOMA LINDA CITY COUNCIL
LOMA LINDA REDEVELOPMENT AGENCY**

October 26, 2004

C O N T E N T S

- * President's Letter of Request for Quarterly Payment
- * Roster of Directors 2004
- * Staff Activity Reports (July/August/September 2004)
- * Financial Report Through September, 2004
- * Membership Update Material (July/August/September 2004)
- * Calendar of Events
- * *Loma Linda Report* July/August & September/October 2004 Issues

2004 CHAMBER
BOARD OF DIRECTORS

Phil Jolley, President
Golden Opportunities

Rose Estupinan, Vice-President
Heritage Gardens

Dick Schaefer, Secretary
Loma Linda University

Kathy Dexter, Treasurer
Design by Dexter

Manuel Aranda, Jr.
SBV Water Conservation District

Phil Carlisle
Loma Linda Market &
Nutrition Center

Elsie Chan
Spectrapex Corporation

Jean Chiuminatta
State Farm Insurance

Robert Frost
Loma Linda University Foundation

Dr. David B. Hinshaw, Jr.
Loma Linda University
Medical Center

Janet Hyatt
Loma Linda Antique Mall

L. Roo McKenzie
Loma Linda Academy

Jeanne Minnerly
The Copeland Group

John Ruffcorn
Retired, University Church of
Seventh-day Adventists

Dean Stordahl
VA Loma Linda Healthcare System

Mel Upp
Inland Printing

James Walling
Inland Community Bank

Margi Worley
Margi's Sewing Boutique

DIRECTORS EMERITUS

Dr. David Bieber
Retired, Past President
Loma Linda University

Elmer Digneo
Retired, Past Head Principal
Loma Linda Academy

Norman Meyer
Retired, Former Vice-President
Loma Linda Community Hospital &
Loma Linda University Medical Center

Lillian Miller
University Realty

Willard Stewart
United Property Management



October 26, 2004

The Honorable Karen Gaio Hansberger, Mayor
Members of the City Council
Members of the Redevelopment Agency
Dennis Halloway, City Manager
City of Loma Linda
Loma Linda, California 92354

Re: Quarterly Report of the Loma Linda Chamber of Commerce

Dear Mayor Hansberger,
Council Members, and
Redevelopment Agency Members:

On behalf of the Loma Linda Chamber of Commerce, I am submitting the following report under the terms of the Promotional Agreements between the City of Loma Linda/Redevelopment Agency and the Chamber of Commerce. It is our understanding that although the agreements with these two bodies will continue as before, total funding will come from the Redevelopment Agency.

Please consider this the Chamber's official request for funds in the amount of \$12,350.00 to be released October 26, 2004, from the Redevelopment Agency, pursuant to the Chamber's ongoing promotional agreements. This payment represents compensation for completion of work during September, October, and November 2004.

Since our last report, the Chamber has increased its responsibilities and activities, some new and others ongoing:

1. We continue to serve the general public and the business community, with total response to requests and inquiries and general communications (excluding newsletter) at 5,652 for the months of July, August, and September. Detailed reports are attached.
2. The July/August and September/October issues of the Chamber's *Loma Linda Report* incorporating City news was published and distributed to all households and businesses in Loma Linda. Circulation is 10,000. We are enclosing copies of these issues.

Your Chamber for the 21st Century

Mayor Hansberger, Council Members, and
Redevelopment Agency Members
October 26, 2004

3. We coordinated and held our Membership Appreciation Luncheon on September 30th, with over 70 people attending.
4. We coordinated the details for the 41st Annual Community Parade.
5. Our membership now stands at 230.
6. The Chamber continues participation in community affairs in general. More specifically, the Chamber participated (attending, providing manpower, soliciting funds and/or prizes, giving public support, etc.) in the following:

We coordinated and/or attended the following:

- * Loma Linda Chamber Night at the Redlands Bowl on July 6th.
 - * Private hospital informative session on August 22nd (proposed new business for Loma Linda).
 - * Souplantation Grand Re-opening/Ribbon Cutting on September 13th.
 - * R-Décor Grand Opening/Ribbon Cutting on September 23rd.
 - * Tarbell Realtors 2nd Anniversary Celebration on September 25th.
7. Regular meetings include Executive Committee, Board of Directors, Breakfast Network, Legislative Committee, and Chamber Ambassadors. Other committees meet on an as needed basis.
 8. The Breakfast Network continues to meet every Wednesday at 7:30 a.m. for programs and networking. Attendance averages about 25-30.

The following Chamber-sponsored activities and projects are in the planning stages through the next quarter:

- Annual State of the Community Luncheon, Thursday, December 16th.
- Continued refinement and updating of our Chamber's website and expansion of email directory for more timely and economical communication with members.
- Ongoing marketing campaign to increase Chamber revenue stream through expansion of membership base and advertising base.
- Ongoing site visits to businesses to gather input for the Chamber and City as we work toward a continuing "business friendly" environment.
- Program of Work for 2005.
- Coordination with the University and Medical Center for their 100th Anniversary celebration.

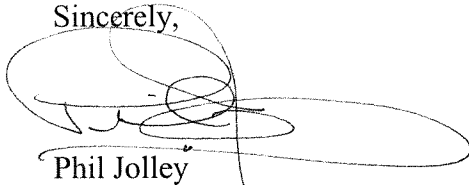
Mayor Hansberger, Council Members, and
Redevelopment Agency Members
October 26, 2004

- 2005-2006 Business Directory and Resource Guide.
- Annual Community Awards and Installation Dinner, Thursday, January 27th at the San Bernardino Hilton.

Our office continues to serve the public and coordinate the activities of the Chamber under the direction of Chief Executive Officer, Peg Karsick, with the support of her Executive Assistant, Darla Stern, part-time Special Projects Assistant, Sandy Clem, and office volunteers. We invite you to stop by our office soon. They welcome your inquiries and input as we all work together for Loma Linda's benefit. Detailed staff reports are attached for your information.

As Chamber President for the year 2004, I look forward to our continuing contractual agreements to promote the City of Loma Linda. Our Officers, Directors and our staff will continue to work closely with the City's departments to encourage and support a positive business climate, to foster total community involvement in our Chamber of Commerce, and to promote Loma Linda as a city that is business friendly. Please feel free to call on us to assist through mobilizing our business and community resources as concerns arise.

Sincerely,

A handwritten signature in black ink, appearing to read 'Phil Jolley', with a large, loopy flourish extending to the right.

Phil Jolley
President

PJ/ds

Attachments

LOMA LINDA

CHAMBER OF COMMERCE

2004 Officers and Board of Directors

(Effective January 5, 2004)

President: Phil Jolley
Secretary: Dick Schaefer

Vice-President/President-Elect: Rose Estupinan
Treasurer: Kathy Dexter

Manuel Aranda, Jr. 12/31/05
SBV Water Conservation Dist.
P.O. Box 1839
Redlands, CA 92373
793-2503

David Bieber Emeritus
11560 Hillcrest
Loma Linda, CA 92354
796-4521

Phil Carlisle 12/31/06
LL Market & Nutrition Center
11161 Anderson St.
Loma Linda, CA 92354
824-4565

Elsie Chan 12/31/06
Vice President of Membership
Spectrotape Corporation
345 W. Valley Blvd.
Colton, CA 92324
825-6744

Jean Chiuminatta 12/31/05
Vice President of Bus. Promo's
State Farm Insurance
P.O. Box 276
Sky Forest, CA 92385
336-7233

Kathy Dexter 12/31/04
Treasurer
Design by Dexter
964 Creek View Lane
Redlands, CA 92373
307-2221

Elmer Digneo Emeritus
10613 Ohio St., P.O. Box 1333
Loma Linda, CA 92354
796-0465

Rose Estupinan 12/31/05
Vice President
Heritage Gardens
25271 Barton Rd.
Loma Linda, CA 92354
796-0216

Robert Frost 12/31/05
LLU Foundation
Loma Linda University
Loma Linda, CA 92350
558-4534

David Hinshaw, Jr. 12/31/05
LLU Medical Center
11234 Anderson St.
Loma Linda, CA 92354
558-4013

Janet Hyatt 12/31/04
Loma Linda Antique Mall
24997 Redlands Boulevard
Loma Linda, CA 92354
796-4776

Phil Jolley 12/31/04
President
Golden Opportunities
25884-D Business Center Dr.
Redlands, CA 92374
799-5181

Peg Karsick
LL Chamber of Commerce
25541 Barton Road, Ste. 4
Loma Linda, CA 92354
799-2828

L. Roo McKenzie 12/31/05
Loma Linda Academy
10656 Anderson St.
Loma Linda, CA 92354
796-0161 x3301

Norman Meyer Emeritus
25762 Sunrise Way
Loma Linda, CA 92354
799-0777

Lillian Miller Emeritus
University Realty, Inc.
11156 Anderson, P. O. Box 788
Loma Linda, CA 92354
796-0156

Jeanne Minnerly 12/31/06
The Copeland Group
25809 Business Ctr Dr., #F
Redlands, CA 92374
799-8565

John Ruffcorn 12/31/04
23187 Glendora Dr.
Grand Terrace, CA 92313
824-2986

Dick Schaefer 12/31/06
Secretary
The Heritage Room
Loma Linda University
Loma Linda, CA 92350
558-1000

Willard Stewart Emeritus
United Property Management
10535 Anderson St.
Loma Linda, CA 92354
796-2897

Dean Stordahl 12/31/06
VA Loma Linda Healthcare Sys.
11201 Benton St.
Loma Linda, CA 92354
422-3002

Mel Upp 12/31/04
Inland Printing
614 Oak Street
San Bernardino, CA 92410
888-5225

James Walling 12/31/04
Inland Community Bank
11175 Mt. View Avenue, Ste. O
Loma Linda, CA 92354
796-7100 x221

Margi Worley 12/31/06
Margi's Sewing Boutique &
Image Consultant
11411 Anderson Street
Loma Linda, CA 92354
796-4600

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

JULY 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	15
Faxes	19
E-Mails	15
Web Site Hits (Phil Jolley)	1117
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	198
Economic Development Activity (New)	5
Relocation Information	31
Invoices:	61
Other:	0

Membership:

Renewal Acknowledgements	16
New Member Acknowledgements	2
Member Solicitation, other than mailings	4

Total Membership & Business Correspondence: 1,483

July/August Newsletters 9024

TOTAL CORRESPONDENCE AND INQUIRIES: 10,507

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Coordinated & Distributed the July/August 2004 Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

July 7th, 14th, 21st, 28th Breakfast Network

July 6th – Redlands Bowl Chamber Night

July 8th – Golf Tournament Wrap-Up Meeting

July 28th – Ambassadors Corps. Meeting

Meeting notices to Board and Committee Members: 33

MISCELLANEOUS ACTIVITIES

- Continued conversion of chamber books to Quickbooks Pro 2004.
- Submitted Quarterly Request for funding through our city contracts. Check was received on July 15th.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

AUGUST 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	10
Faxes	30
E-Mails	11
Web Site Hits (Phil Jolley)	1276
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	249
Economic Development Activity (New)	4
Relocation Information	13
Invoices:	42
Other:	0

Membership:

Renewal Acknowledgements	13
New Member Acknowledgements	2
Member Solicitation, other than mailings	11

Total Membership & Business Correspondence: 1661

September/October Newsletters 9040

TOTAL CORRESPONDENCE AND INQUIRIES: 10,701

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Coordinated & distributed the September/October 2004 *Loma Linda Report*.

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

August 4th, 11th, 18th, 25th Breakfast Network

August 4th – Ambassadors Corps. Meeting

August 10th – Legislative Affairs

August 12th – Executive Committee Meeting

August 12th – Board Meeting

Meeting notices to Board and Committee Members: 120

MISCELLANEOUS ACTIVITIES

- Met with Jeanne Minnerly and her staff to work on Quickbooks conversion on Aug. 4th.
- Worked on transition activities outline with President Phil Jolley and President-elect Rose Estupinan.
- Attended proposed private hospital informative session on Aug. 22nd.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

SEPTEMBER 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	9
Faxes	35
E-Mails	14
Web Site Hits (Phil Jolley)	1203
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	269
Economic Development Activity (New)	5
Relocation Information	11
Invoices:	51
Other:	0

Membership:

Renewal Acknowledgements	15
New Member Acknowledgements	5
Member Solicitation, other than mailings	10

Total Membership & Business Correspondence: 1627

Community Parade Invite Letters	360
Community Parade VIP Invite Letters	20
Membership Appreciation Invite Letters	253
Campus Chamber Connection Invite Letters	232
Campus Chamber Connection Participant Letters	16

TOTAL CORRESPONDENCE AND INQUIRIES: 2,508

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Worked on the November/December 2004 *Loma Linda Report*.

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

September 1st, 8th, 15th, 22nd Breakfast Network

September 1st – Ambassadors Corps. Meeting

September 7th – Legislative Affairs

September 9th – Executive Committee Meeting

September 9th – Board Meeting

September 16th, 23rd – Community Parade Planning Committee Meetings

Meeting notices to Board and Committee Members: 69

MISCELLANEOUS ACTIVITIES

- Worked on transition activities outline with President Phil Jolley and President-elect Rose Estupinan (Program of Work plans, etc.).
- Coordinated and attended Grand Opening and Ribbon Cutting for:
 - o Souplantation – September 13th
 - o R-Décor – September 23rd
 - o Tarbell Realtors (2nd Anniversary) – September 25th
- Coordinated and hosted the Member Appreciation Luncheon on September 30th, with over 70 people in attendance.

5:04 PM

10/19/04

Cash Basis

LOMA LINDA CHAMBER OF COMMERCE

Profit & Loss Budget vs. Actual

January through September 2004

	Jan - Sep 04	Budget	\$ Over Budget
Income			
I. CHAMBER PUBL	1,278.10	1,000.00	278.10
I. INTEREST	47.04	116.00	-68.96
I. LL CITY RED.	36,350.00	36,587.00	-237.00
I. MEMB. EVENTS	544.00	2,000.00	-1,456.00
I. MISC. INCOME	445.12	360.00	85.12
I. NEW MEMBERS	4,830.00	4,500.00	330.00
I. NEWSLETTER	12,748.50	8,000.00	4,748.50
I. RENEWALS	21,385.00	20,250.00	1,135.00
I. S.E. COM. LU	1,080.00	1,000.00	80.00
I. S.E. EXPO	8,700.00	7,000.00	1,700.00
I. S.E. GOLF	23,158.00	19,000.00	4,158.00
I. S.E. INSTALL	14,045.00	11,400.00	2,645.00
I. S.E. PARADE	700.00	1,000.00	-300.00
Total Income	125,310.76	112,213.00	13,097.76
Expense			
E. AUTO	809.68	747.00	62.68
E. BAD DEBTS	347.00		
E. DEPRECIATION	522.00	522.00	0.00
E. DUES & SUB.	576.00	1,000.00	-424.00
E. INSURANCE	710.00	3,040.00	-2,330.00
E. MEMB. EVENTS	738.92	1,450.00	-711.08
E. MISC.	556.80	378.00	178.80
E. NEWSLETTER	9,085.07	6,664.00	2,421.07
E. OFFICE EQUIP	2,454.55	2,400.00	54.55
E. OFFICE SUPPL	3,438.55	2,250.00	1,188.55
E. OUTSIDE SERV	1,861.15	1,550.00	311.15
E. POSSESS. TAX	323.80	250.00	73.80
E. POSTAGE	2,314.25	2,250.00	64.25
E. PROMO. P.R.	2,021.88	2,003.00	18.88
E. RENT	6,328.59	6,327.00	1.59
E. S.E. COM. LU	3,161.34	2,500.00	661.34
E. S.E. EXPO	5,359.50	4,000.00	1,359.50
E. S.E. GOLF	9,423.11	8,000.00	1,423.11
E. S.E. INSTALL	9,153.42	8,000.00	1,153.42
E. S.E. PARADE	2,052.50	1,800.00	252.50
E. SALARY & BEN	61,759.66	58,052.00	3,707.66
E. TELEPHONE	640.66	1,125.00	-484.34
E. TRAV. & EDUC	149.00	250.00	-101.00
Total Expense	123,787.43	114,558.00	9,229.43
Net Income	1,523.33	-2,345.00	3,868.33

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING JULY 2004**

	<u>JULY 04</u>				<u>JULY 03</u>			
Total Membership	231				208			
*Includes those on Delinquent List								
New Members (Year to Date)	24				17			
January 2	March 7	May 5	July 2	September 0	November 0			
February 2	April 4	June 2	August 0	October 0	December 0			
Membership Renewals (This Month)	13				15			
Total Income from Membership (This Month)	\$2,430				\$2,445			
Renewals:	\$2,110.00							
New Members:	\$ 250.00							
One Time Fees:	\$ 70.00							
Delinquent Memberships (This Month)	7				3			
Cancelled/Dropped Members (Year to Date)	10				15			
January 0	March 0	May 3	July 4	September 0	November 0			
February 0	April 3	June 0	August 0	October 0	December 0			

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING AUGUST 2004**

AUGUST 04 AUGUST 03

Total Membership	231	212
*Includes those on Delinquent List		
New Members (Year to Date)	29	24
January 2 March 7 May 5 July 2 September 0 November 0		
February 2 April 4 June 2 August 5 October 0 December 0		
Membership Renewals (This Month)	16	15
Total Income from Membership (This Month)	\$3,310	\$2,795
Renewals: \$2,285.00		
Late Fees: \$ 35.00		
New Members: \$ 850.00		
One Time Fees: \$ 140.00		
Delinquent Memberships (This Month)	6	5
Cancelled/Dropped Members (Year to Date)	13	18
January 0 March 0 May 3 July 4 September 0 November 0		
February 0 April 3 June 0 August 3 October 0 December 0		

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING SEPTEMBER 2004**

SEPT. 04 SEPT. 03

Total Membership	230	210
*Includes those on Delinquent List		
New Members (Year to Date)	30	27
January 2 March 7 May 5 July 2 September 1 November 0		
February 2 April 4 June 2 August 5 October 0 December 0		
Membership Renewals (This Month)	17	7
Total Income from Membership (This Month)	\$2,355	\$1,575
Renewals: \$2,120.00		
New Members: \$ 200.00		
One Time Fees: \$ 35.00		
Delinquent Memberships (This Month)	4	1
Cancelled/Dropped Members (Year to Date)	15	22
January 0 March 0 May 3 July 4 September 2 November 0		
February 0 April 3 June 0 August 3 October 0 December 0		

LOMA LINDA

CHAMBER OF COMMERCE



Community Events Calendar

November 4, 2004
Thursday

YUCAIPA VALLEY/LOMA LINDA CHAMBER MIXER
*Hands-on Medical Massage School located at
12586 California Street, Yucaipa
5:30 a.m. to 7:00 p.m.*

November 5, 2004
Friday

RONALD McDONALD HOUSE GOLF TOURNAMENT
*Desert Willow Golf Resort in Palm Desert
For more information call (909) 558-8300.*

November 7, 2004
Sunday

14TH ANNUAL VETERANS CAR SHOW
*Jerry L. Pettis Veteran's Hospital, Loma Linda
8:00 a.m. to 3:00 p.m.
For more information call (909) 823-8569*

November 9, 2004
Tuesday

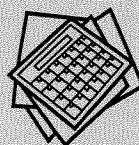
C.A.R.E. RIBBON CUTTING & GRAND OPENING
*Community Association for Research & Education
located at 10459 Mt. View Ave., Suite F
11:30 a.m. to 1:00 p.m., Ribbon Cutting at Noon*

December 5, 2004
Sunday

LOMA LINDA LOPERS HOLIDAY CLASSIC 2004
*15th Annual Holiday Classic—9.1 mile distance race
For more information call (909) 797-87180.*

December 16, 2004
Thursday

STATE OF THE COMMUNITY LUNCHEON
*Loma Linda University Campus Cafeteria
11:30 p.m. to 1:30 p.m.*



Regularly Scheduled Meetings

- LLCC Breakfast Network...** meets every Wednesday from 7:30 a.m. to 8:30 a.m. in the Civic Center Community Room.
- LL City Council.....** meets the 2nd and 4th Tuesdays of the month at 7:00 p.m. at the Civic Center
- LL Lopers.....** meets every Sunday at 6:30 a.m. at the Gentry Gym.
- Crossroads Rotary.....** meets every Wednesday at 12:10 p.m. at the San Bernardino Hilton.
- LL Valley Kiwanis Club.....** meets every Tuesday at 6:50 a.m. at Mimi's Café, 395 E. Hospitality Lane, San Bernardino.
- Knights of Columbus.....** meets the 1st Wednesday at 7:00 p.m. at St. Joseph the Worker
- Loma Linda Council #9037** Church Hall, 10816 Mt. View Avenue, Loma Linda.

Please reference the City Scene in the Loma Linda Report for additional regularly scheduled meetings. To add your organization to the calendar, call the LLCC at 909-799-2828 or Fax 909-799-2825 or stop by our office at the Civic Center.